# U. S. Bankruptcy Court
## Northern District of New York
## Case Management and Electronic Case Files
## CM/ECF Project Update

It does not seem possible, but we are almost through the preliminary phase of the project and ready to transition into the implementation stage in a few weeks. Our CM/ECF subcommittees have been hard at work since our demonstration at your seminar in Cooperstown.

We began the preliminary phase of the CM/ECF project on November 1, 2001. During this four-month phase, our subcommittees have been looking at our current work flow and procedures. The Court has been using BANCAP as our case management system since August 1, 1992. Some of our staff has also received training at the U. S. Courts training facility in San Antonio, Texas. The training has focused on the technical issues of the new case management system, how the application works for our internal and external users, and how we can effectively train our users to use not only the case management portion of the application but the electronic case filing portion as well.

We did receive some news from the Administrative Office of the U. S. Courts last week that the release of version two of CM/ECF has had a slight set back. Testing will not be completed on this release until mid-June. Original plans were to release the updated application in early Spring, 2002. As we are planning to implement this version, our anticipated "live" date of September 1 may also have to be moved ahead a few weeks. The positive side of this set back is that we will have additional time for testing and training.

As we move into the implementation phase of this project at the end of March, we will begin looking at the changes that the CM/ECF application will make to our current workflow and procedures. We expect that it will take the months of April and May to complete this task.

What can you be doing during the next few months to get ready for electronic case filing? One of the most important tasks is ensuring that your offices are technically ready. We have updated the CM/ECF section of our website, www.nynb.uscourts.gov, with some very important information for our constituents. The first document posted is "IT Requirements." The information contained in this document will assist you in determining if you have the appropriate hardware and software to file electronically.

The other aspect to look at is your automation skills as well as your staff's skills. The Court will be providing training for all of our users, however, we want to provide the most beneficial training possible for you. The second document is a "Skills and Readiness Survey." Please take a few minutes to complete the survey and send it back to us. The survey will also be available at our public counters in Albany and Utica. The feedback we receive from you will be used to design our ECF curriculum to meet your needs.

There is also another important question in the survey that asks if you would like to be part of a test group. We will be looking for a committed group of external users to help us test the ECF side of this new application probably later into the Summer. The results we receive back from this testing will also play an important part in developing ECF.

If you have any questions regarding the new Case Management/Electronic Case Files application, please do not hesitate to contact Anne Sadlemire, CM/ECF Project Manager, at (518) 257-1619.